

Green Building Initiative

Planning Grant Program Guidelines

2005 UPDATE

THE KRESGE FOUNDATION

Please address all correspondence to:

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The Kresge Foundation

Temporary address until fall 2005:
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After fall 2005, the Foundation will return
to its permanent location:

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Troy, Michigan 48084

www.kresge.org

Planning Grants in the Green Building Initiative will be awarded until program funds are expended. Trustees reserve the right to amend the policies in this pamphlet at any time. Exceptions are rarely made and occur at the initiative of the Foundation's trustees.

planning

a green building project

The Kresge Foundation is known primarily for its challenge grants for capital projects. Each year, the Foundation supports the construction and renovation of hundreds of facilities, and we believe it is important to consider how these facilities use natural resources. While the green building movement is still relatively young, significant technological and design strides have occurred over the past few years, which make many sustainable practices no longer novel or experimental.

What is a green or environmentally sustainable building? It is a building, which in its design, construction, and operation, makes a minimal draw on non-renewable resources and gives high priority to respecting the physical environment.

After an initial year of awarding planning grants, the Foundation has decided to extend the program, but with revised criteria. Not surprisingly, many of the early leaders in exploring green buildings in the Initiative have environmentally-related missions. In the next round of planning grants, we wish to motivate environmental organizations to innovate even further and to encourage all other nonprofit arts, health, and human services organizations to consider building green. We also wish to inspire organizations that have already developed a green building to build on their experiences and to "raise the bar" for themselves. In essence, we wish to encourage new models, both in terms of the kind of organizations that seriously consider building green and the projects which will advance our knowledge of sustainable design.

Accordingly, the Foundation intends to support green planning grants in two main areas:

Facility needs of nonprofit organizations that do not have environmental-focused missions, such as human service agencies (child care centers, domestic violence shelters, substance abuse treatment facilities, food banks, etc.); universities and colleges; health care organizations (hospitals, outpatient clinics, hospices, etc.); or cultural organizations (theaters, libraries, museums, etc.).

or

Projects that represent significant national, regional, and/or local innovation in sustainable design. In particular, environmental organizations or organizations that have had prior experience in developing a green building will be expected to make the case that their project represents such innovation. Examples of innovation might include the region's first zero net energy building or construction of a facility in a brownfield.

General Information and Eligibility

Q Who is eligible to apply?

Not for profit organizations with recent audited financial statements that have 501(c)3 designations and are not classified as private foundations by the IRS are eligible to apply.

A hospital applicant must be accredited by the Joint Commission on Accreditation of Healthcare Organizations.

A university or college applicant must be a fully-accredited, baccalaureate and/or graduate degree granting institution.

Government or municipal entities are eligible for consideration, only if there is a nonprofit organization operating the programs offered within the current/planned facilities or there is a support arm that raises private funds to support its operations. For example, a public museum or library may apply if there is a nonprofit organization that raises annual or operating funds to supplement the city-owned and operated entity. Note: in this case, the applicant remains the government or municipality.

An applicant operated by a religious organization is eligible to apply only if it serves secular needs and has financial and governing autonomy separate from the parent organization with space formally dedicated to its programs.

An elementary or secondary school is eligible to apply only if its mission and programs predominately serve individuals with physical and/or developmental disabilities.

Q Who is not eligible to apply?

The following organizations are not eligible for consideration:

- Organizations that cannot provide a recent audited financial statement (financial reviews or compilations will not suffice).
- Organizations with no paid staff.
- Elementary and secondary schools, except in the circumstances noted above.
- Community colleges.
- Religious organizations, except in the circumstances noted above.

We will accept only one application per organization. Accordingly, if an organization has applied for planning grant funds in the past, the organization is not eligible to submit a second request.

Q What do Kresge planning grants support?

Planning grants cover some of the costs associated with planning a green building. Grant funds are not meant to cover feasibility studies or routine architectural or development costs. Rather, they should cover the *added* costs of implementing a fully integrated design approach. Integrated design involves a multidisciplinary team and a structured planning process.

These costs include:

- Professional services to facilitate charrette(s) during the pre-design period that involve stakeholders and members of your design team.
- Energy analysis and modeling.
- Materials analysis, including products and technology that support green building development.
- Ecological site planning, including storm water management.
- Commissioning expenses associated with the planning process.
- Costs associated with LEED (Leadership in Energy and Environmental Design) registration with the USGBC (United States Green Building Council) and initial documentation.

Q What size grant should be requested?

You may request a grant between \$25,000 and \$100,000, depending on the need to have specific planning costs covered by Kresge. We expect to make few grants at the highest level. Applicants should commit their own resources and/or have a solid plan to secure external support to cover the balance of their planning costs.

Q What is required before submitting a planning grant request?

A request may be submitted when the nonprofit organization has:

- Made a commitment to construct or renovate a facility.
- Secured site control of property.
- Hired the architect and MEP (Mechanical Engineering Professional).

With these elements in place, the best time to apply is when you are still in the investigative phase with your design team exploring various options.

If design development or construction documents are already completed, we will be concerned that our planning grant funds are not being used to motivate the exploration of green design, but rather, to pay for expenses already incurred.

Q What requests are likely to be funded?

Grants will support planning for projects by nonprofit organizations whose core missions are not focused on the environment or projects representing significant national, regional, and/or local innovations or achievements in sustainable design.

Applicants must demonstrate that:

- Planning process will follow an integrated design approach from the beginning.
- Board members and staff are engaged in the planning process.
- A “green champion” has been designated—a person who has appropriate authority within the nonprofit organization to shepherd the integrated design process from project conception to completion. This staff person or volunteer is the institutional champion for designing a green building and is involved in all aspects of project planning.
- Architect and design team have experience in developing a green building.
- Cost estimates for the project’s anticipated green design features are realistic.

In addition to these green planning considerations, applications will be assessed for the following:

- Financial stability. Start-up entities with a limited financial and program track record are not likely to be funded.
- The likelihood that the project will be completed.
- The likelihood that the organization will have the operating resources to sustain any new or expanded facility once developed.
- The degree to which the proposed project will be funded through private fund raising from diverse sources. Eligible municipal or government entities, in particular, should demonstrate the role of the private sector in funding their capital project.

Q When are applications accepted and when are decisions reached?

Planning grant applications are accepted year-round, with decisions made within 90 days after submission.

Q If approved, when are planning grants paid and what post-grant reporting will be necessary?

A planning grant will be paid within approximately 30 days of approval. The Foundation will require a final report describing the use of the Kresge funds and outcomes of the planning process.

Q What if an applicant plans to apply to the Foundation's core capital grants program?

An organization may eventually submit an application to the Foundation's capital grants program, but it is not a requirement or an expectation. The Foundation will not view organizations receiving planning grants in the Green Building Initiative as more or less likely to be funded than others in our capital grants program.

Application Requirements

Each application must be accompanied by the following documents to demonstrate your organization's commitment to an integrated design process. ***Please submit two copies of all materials.***

- Cover letter signed by the senior administrative officer and board chairperson that briefly describes your grant request and plans, including why the proposed project is important to your organization.
- Letters (one page) from your lead architect, MEP, green champion, and other key consultants, e.g., those involved in site planning, materials analysis and/or commissioning, if applicable. Each letter must respond to the following:
 1. Describe your role in the integrated design process.
 2. In your role, please identify the potential opportunities you see to reallocate or realign construction/renovation costs to create a higher performance building and how such decisions may lead to lower operating expenses. For example, a higher performance building envelope can reduce the size and cost of the mechanical systems and increase energy efficiency.
- Resumes of your design team members, including the architect, MEP, and key consultants mentioned above. Please include specific references to any experience in green building design and LEED accredited staff, if applicable.
- Summary work plan describing the integrated design process to date and future planned activities. This plan should detail assignments and timetables, including when you will hold a workshop or charrette with your design team and stakeholders in your organization and community. If more than one workshop is scheduled, please include the dates and focus of each one. If a charrette has been held, please include a summary report or the minutes and list the participants in the charrette and their relationship/position in the organization.

- Narrative information (suggested length is six to eight pages):
 - In a paragraph, summarize your organization and its current programs and services.
 - Make the case for why Kresge funding is needed to support your green planning costs.
 - Describe your anticipated project including:
 - Type of work, e.g., new construction, renovation, and/or purchase of property.
 - If new construction is planned, please describe your consideration of existing structures in your community and why it was deemed more appropriate to build new. If construction is to occur in a “green field” or current open space, please detail your ecological site planning process.
 - Estimated timetable for developing architectural plans (conceptual, schematic, design development, and construction documents).
 - Planned green features or those that you are considering. If applicable, please describe whether your project may lead to significant national, regional, and/or local innovations or achievements in sustainable design and indicate what research you have done to support any assertions.
 - If zoning and/or environmental impact approvals are needed, please describe the nature of the approvals and when they are expected.
 - Estimated total project costs and basis for cost estimate. If you plan to incorporate sophisticated or advanced green technology into your project, please elaborate on your confidence in your cost estimate.
 - Resources you have or expect to secure to cover your anticipated project costs. If you plan to raise private funds for the project, please give your expected goal and indicate the amount, if any, of gifts pledged to date.

Attachments

- List of your governing board members with their professional and volunteer affiliations.
- List the members of your building committee.
- Copy of your most recent audited financial statements. If your finances are reviewed or compiled, you are not eligible to apply to this grant program.
- Copy of the cover letter from your recent accreditation report, if applicable. Do not send your self-study or full site team report.
- A small map showing your property and current/proposed building in a larger context with its surroundings and north/south orientation.

This information was provided by The Kresge Foundation, as part of its Green Building Initiative, which includes a program of education, planning grants, and bonus grants. To learn more about building green for nonprofit organizations, visit www.kresge.org.

Founded in 1924, The Kresge Foundation is an independent, private foundation. Its core grant making program focuses on opportunities to strengthen leadership and giving through challenge grants for capital projects.

THE KRESGE FOUNDATION Green Building Initiative

Planning Grant Request Fact Sheet

Name of organization _____
 Year established _____
 Contact person/title _____
 Telephone _____
 Email _____
 Name of accrediting/licensure agency with last review date _____

Financial information

Show changes in net assets for the Unrestricted and Temporarily Restricted Funds with budget information for your current fiscal year and actual data for three prior years. Prior year figures should reconcile with your audited Statement of Activities.

	Revenue	Expenses	Net
FY _____	\$ _____	\$ _____	\$ _____
FY _____	\$ _____	\$ _____	\$ _____
FY _____	\$ _____	\$ _____	\$ _____
FY _____	\$ _____	\$ _____	\$ _____

Market value of endowment \$ _____ Date of valuation _____

Service information

	% Racial/ethnic minority	% Women
Board (governing, not advisory)	_____	_____
Professional staff/faculty	_____	_____
Clients/students/attendance	_____	_____

	Year _____	Year _____	Year _____
Attendance	_____	_____	_____
Members	_____	_____	_____
Other	_____	_____	_____
Identify other	_____	_____	_____

Enrollment (colleges/universities only)

	Full-time	Part-time	FTE
Fall _____	_____	_____	_____
Fall _____	_____	_____	_____
Fall _____	_____	_____	_____
Average freshman SAT or ACT scores	_____		
Student-to-faculty ratio	_____		
Percentage of faculty with Ph.D. or terminal degrees	_____		

Health care/residential care organizations

	Year _____	Year _____	Year _____
Inpatient admissions	_____	_____	_____
Outpatient visits	_____	_____	_____

Number of licensed beds	_____	Number of beds in use	_____	Length of stay	_____
Occupancy of beds in use	_____ %	Project will result in an increase/decrease of	_____	number of beds	
Patient mix	Medicaid _____ %	Medicare _____ %	Insurance/private pay	_____ %	

Please complete both sides of this **Fact Sheet**

Planning Grant Request Fact Sheet

Name of organization _____

Planning costs

Please provide estimated/actual costs associated with your planning process (not every project has all cost items).

	Total costs	Kresge grant	Start date for process (mo./year)	Finish date for process (mo./year)
Professional services to facilitate charrette(s)	\$	\$		
Ecological site planning				
Energy analysis and modeling				
Materials analysis				
LEED registration and documentation				
Commissioning expenses				
TOTAL	\$	\$		

Project information

Please provide your preliminary cost estimates and funding for your proposed new/renovated facility (including planning costs).

	Cost estimates	Funding secured to date
Construction/renovation	\$	\$
Property purchase		
Fees including architectural, etc.		
Equipment/furnishings		
Contingency		
Planning costs (per total above)		
Other		
TOTAL	\$	\$
Square feet	Cost per sq. ft. \$	

Anticipated renovation/construction start date _____ (mo./year).